

Queensland Kindergarten Funding  
Guide for QGrants  
**Kindergarten Program Provider**  
**NEW application**  
**Long Day Care**



# Contents

KPP application – NEW Long Day Care Service .....	3
What you need before you start .....	3
Insurance and Program Details .....	3
Teacher Details .....	3
Accessing QGrants and getting started .....	4
Lodging a NEW application .....	5
Accounts .....	5
Service Info .....	6
Service Info Cont. ....	7
Teacher Details .....	8
Service Approvals .....	9
Insurance and Program details .....	9
Long Day Care Funding Schedules .....	11
Attachments .....	12
Bank Details .....	13
Declaration .....	14
Summary .....	15

# KPP application – NEW Long Day Care Service

[QGrants](#) is a whole-of-government grants management system that operates as one portal for you to apply for Early Childhood (EC) grants and other grants across the Queensland Government.

This guide has been developed to assist long day care (LDC) services apply for approval as a Kindergarten Program Provider (KPP) under Queensland Kindergarten Funding (QKF).

It is strongly recommended that you review the **‘What you need before you start’** section, as there are a number of documents that need to be uploaded during the QGrants application process.

If you require assistance you can contact the Department by email at [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au) or you can call the Grants Management and Funding Team on 07 3035 2244.

## What you need before you start

You will need to have the following information prior to commencing the application:

### Insurance and Program Details

- Current public liability insurance details (Start and Expiry dates and value of insurance coverage)
- Number of approved kindergarten programs you run at the service
- Program name/s, Parent out of pocket cost per day and how many weeks per year the program will operate.

### Teacher Details

You will be required to list the name/s of the teacher/s delivering the kindergarten program/s.

The teacher delivering the kindergarten program must have an approved early childhood teaching qualification under the National Law.

Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law.

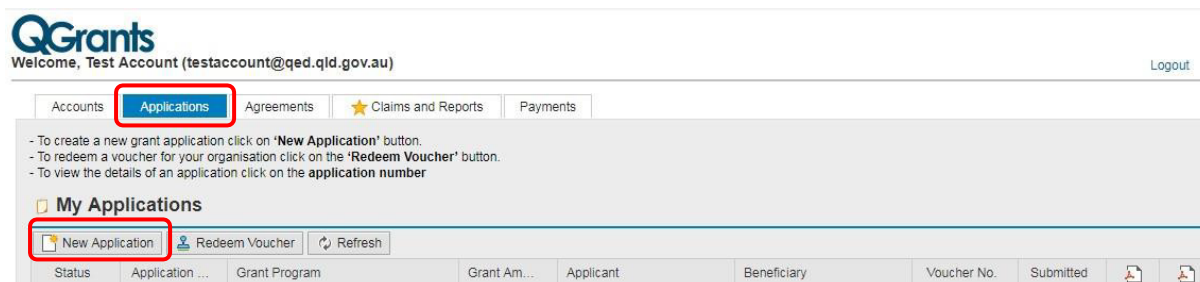
Information to help services and ECTs determine if their qualification meets National Law requirements is available on the [ACECQA website](#).

# Accessing QGrants and getting started

**Step 1:** Log into QGrants using the login email and password:

<https://qgrants.osr.qld.gov.au/portal>.

**Step 2:** At the welcome screen select the **Applications** tab and click on **New Application**.



**Step 3:** Click on the **Free Kindy Long Day Care 2024** grant program from the pop-up box. Click on **OK** to continue. **Note:** You may need to scroll down to be able to click on the correct grant program.

## Choose the grant program

Grant Program		Agency	Closes
Free Kindy - Sessional Care		Early Childhood	31.12.9999
ECEC Kindy For All Sessional Kindy		Early Childhood	31.12.9999
Free Kindy Long Day Care 2024		Early Childhood	31.12.9999

# Lodging a NEW application

To lodge a NEW KPP application, you must complete all the steps of the application process.

## Accounts

First you must select the **Applicant** from the drop-down menu. The applicant is your Approved Provider (Organisation/Legal Entity) name.

Select a **Contact Person** for the application from the drop-down menu.

Select the name of the Long Day Care service from the **Beneficiary** drop down menu.

If you are unable to find the Applicant Name, the Contact Person or the Beneficiary Name, you will need to exit the application and ensure that you are linked to the correct accounts on the Accounts tab. If you are not linked to the accounts, you will not be able to submit an application for the new service.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Insurance & Program Details 3 Funding Schedule 4 Bank Details 5 Declaration 6 Summary

< Back Next > Exit

### Accounts

\* Applicant: SCI-BLUE SERVICES PT... ▼

\* Contact Person: Ann Major ▼

\* Beneficiary: Kids Village Child Care Ce... ▼

**Note:** If you receive an error message you must email [kindyfunding@ged.qld.gov.au](mailto:kindyfunding@ged.qld.gov.au) or call 07 3035 2244 with the applicant account ID and the error details. You will not be able to proceed with the application until the error has been resolved.

## Service Info

You must provide the information about the service that the application is for.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024 Exit

1 Accounts 2 **Service Info** 3 Service Info Cont. 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration

< Back **Next >** Draft Save Exit

### Service information

**Ownership**

Is this application due to a transfer in ownership of the service? No

- If the ownership was transferred, what was the previous name?

- If the ownership was transferred, on what date?

- If the ownership was transferred, was the educator employed by the previous owner?

**Operation**

Do you have a record of the operating or proposed operating days and times of the Kindergarten program delivery? Yes

Note: It is an eligibility requirement that the kindergarten program is delivered for a minimum of 15 hours per week for 40 weeks of the year. Please refer to the help text for the link to download a Kindergarten Program delivery template (if required)

**Commencement**

Is the date known when the kindergarten program commenced/will commence at this service site? Known

- Commencement date, if known 01.05.2024

**Current funding**

Is your legal entity currently funded by Early Childhood and Community Engagement? Yes

If not funded, you must attach evidence of your legal entity structure on the Attachments step

### Help

**Service information**

**Ownership**

If the Provider name does not match the Applicant Name, you must provide an explanation.

**Operation**

To complete this question, download a program delivery template under Step 2 here.

Using this template, outline the operating or proposed operating times and days of delivery for each kindergarten group the organisation is delivering/proposing to deliver. You must indicate that you have completed the program delivery template ready for upload on the Attachments step of this application.

**Commencement**

Enter the date that you commenced or propose to commence the kindergarten program. If your service is working through the program set up, select 'Unknown' and leave the date blank.

**Current funding**

To complete this question, please refer to 'Evidence of Legal Entity' under the 'Before you start the application' section in this document before you start the application.

Answers to all the questions on this page must be provided before the application can proceed.

You can select **Next** to continue or **Draft Save** to save your application at anytime.

## Service Info Cont.

You must provide the information about the service that the application is for.

Click **Next** to continue

Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Service Info 3 **Service Info Cont.** 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration

< Back Next > Draft Save Exit

### Service info continued

Does the Provider Name match the Applicant Name on this Application?

Yes ▾

- If the Provider Name doesn't match the Applicant Name, please provide reasons why

Is/will your Kindergarten Program be based on the Queensland Kindergarten Learning Guideline or an alternative kindergarten learning guideline which is accredited by the Queensland Studies Authority?

Queensland Kindergarten Learning Guidelines ▾

- If your Kindergarten Program isn't based on Queensland Kindergarten Learning Guideline or an alternative kindergarten learning guideline which is accredited by the Queensland Studies Authority, please state why

< Back **Next >** Draft Save Exit



### Help

#### Service info continued

Using the drop down box you must nominate the accredited education curriculum that the kindergarten program is using/will use

If none is selected you **MUST** state the reason why

You can select **Next** to continue or **Draft Save** to save your application at anytime.

## Teacher Details

List the name of each early childhood teacher currently employed to deliver the kindergarten program.

A new service applying for KPP status must have a teacher delivering the kindergarten program who has an approved early childhood teaching qualification under the National Law. Services changing ownership can apply with a 'working towards' early childhood teacher, provided they have an exceptional circumstance approval for the teacher from the Department.

Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law. For more information, refer to the [Before you start](#) section.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024 Exit

1 Accounts 2 Service Info 3 Service Info Cont. 4 **Teacher Details** 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration

< Back Next > Draft Save Exit

### Early Childhood Teacher details

Please enter your teacher(s) name(s) and qualification status below

	Name	Qualification status
Teacher 1	Jane Brown	Fully Qualified
Teacher 2		
Teacher 3		
Teacher 4		
Teacher 5		

< Back **Next >** Draft Save Exit

### Help

#### Teacher Details

List the name and qualification status of each teacher currently employed to deliver the kindergarten program(s).

Services are responsible for assessing their teacher qualifications and ensuring they meet the National Law. The definition for an early childhood teacher (ECT) is a person with an approved early childhood teaching qualification.

Information to help services and ECTs determine if their qualification meets National Law requirements is available on the ACECQA website.

If you are required to upload evidence of the qualifications of each ECT (including qualification certificate, transcript, teacher registration and evidence of the employment start date e.g. payslip or employment contract) the Attachments step of this application will be shown.

You can select **Next** to continue or **Draft Save** to save your application at anytime.



## Service Approvals

You must provide the information about the service approval that the application is for.

Click **Next** to continue.

Document No. 2100006187  
Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Service Info 3 Service Info Cont. 4 Teacher Details 5 **Service Approvals** 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration

< Back Next > Draft Save Exit

### Service approvals

**Service approval**

Note: It is an eligibility requirement that your service hold a current service approval under the Education and Care Services National Law (Queensland) OR a service approval for a Centre Based Child Care Service, under the Education and Care Services Act

Service approval type

Date service approval was granted

If your service holds a current service approval under Education and Care Services National Law (Queensland)

- Service approval number  A Service Approval number starts with SE-. Please enter numbers only.

- Name of approved service

If your service holds a current service approval for a Centre Based Child Care Service, under the Education and Care Services Act 2013 (or other applicable child care legislation)

- Provider approval number

- Provider Name

**Child Care Subsidy (CCS) Approval ID**

Note: the CCS Approval ID which can be found on your copy of the Australian Government Department of Education and Training certificate of approval enabling the service to receive CCS payments on behalf of eligible families.

CCS Approval ID

If you have not received a CCS Approval ID yet, please provide the date you lodged the application with the Australian Government Department of Education and Training

CCS Application lodgement date

< Back **Next >** Draft Save Exit

### Help

**Service approvals**

**CCS Approval ID**

You must provide the CCS Approval ID. This ID can be found on the Australian Government Department of Education and Training certificate of approval enabling your service to receive CCS payments on behalf of eligible families.

Information regarding CCS is located [here](#).

**If you have not yet received a CCS Approval ID**

If you have not received a CCS Approval ID, please provide the date that your application was lodged with the Australian Government Department of Education and Training. If this application is approved, your service will be eligible to offer Free Kindy but note that without the certificate of approval from the Australian Government Department of Education you will not be able to receive CCS payments on behalf of eligible families.

You can select **Next** to continue or **Draft Save** to save your application at anytime.

## Insurance and Program details

### Insurance Coverage

You must provide the Department with the details of your current public liability insurance (This can be obtained from your Insurance Certificate of Currency).

To be eligible for KPP status, you must have at least \$10 million of public liability insurance that covers the full calendar year.

### Program Information

You must provide the number of kindergarten programs you will be running in the current calendar year. You are not locked into this number. If you wish to increase or decrease the number of programs, please email [kindyfundings@ged.qld.gov.au](mailto:kindyfundings@ged.qld.gov.au) to update this information on your agreement.

## Fees

You must provide the daily and hourly out of pocket rates for your program and the number of weeks you intend to deliver your kindergarten program. Services can claim up to a maximum of 40 weeks of QKF subsidies for within a calendar year.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024 Exit

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1 Accounts 2 Service Info 3 Service Info Cont. 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration

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< Back Next > Draft Save Exit

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### Insurance and Program details

#### Current public liability insurance details

Insurance Start Date

Insurance Expiry Date

Value of insurance coverage

#### Program information

How many approved kindergarten programs will/do you run at the service?

Select the number of programs you will be claiming for each term/quarter

#### Program identification and Fees

The published daily room rate is the fee before ALL subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) or Queensland Government subsidies.

	Name MUST match name in your CCMS!	Published daily room rate (\$)	How many weeks, per year, does the program operate?
Program 1	<input type="text" value="Wombats"/>	<input type="text" value="140"/>	<input type="text" value="40"/>
Program 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Help

##### Insurance

Please provide details of your current Public Liability Insurance for the service address of at least \$10 million.

The Public Liability Insurance **MUST** be valid and for the specific service address at the time the application is lodged.



##### Program identification and Fees

**Name** - The unique program name/s should be the advertised name of the program/s. It is important the name entered here matches the name the program is referred to in your Childcare Management Software (CCMS).

Enter the **published daily room rate** before ALL subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.

You can select **Next** to continue or **Draft Save** to save your application at any time.

< Back **Next >** Draft Save Exit

## Long Day Care Funding Schedules

You must review the **Long Day Care Funding and Service Details** and **Long Day Care Standard Terms** by clicking on each link. These documents set out the Long Day Care Funding and Service Details and the Long Day Care Standard Terms.

By selecting **Yes** from the drop-down menus below you accept, and are bound by, the terms outlined in the documents.


**Note:** You will be unable to proceed with the KPP application if you do not open each link and select Yes from the drop-down menus.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Service Info 3 Service Info Cont. 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule A

< Back Next > Draft Save Exit

 Long Day Care Funding schedules

You must read the following documents that set out the Long Day Care Funding and Service Details and the Long Day Care Standard Terms. By selecting Yes from the drop down menus below you accept, and are bound by, the terms outlined in the documents.


- Click to read the Long Day Care Funding and Service Details
- Click to read the Long Day Care Standard Terms

**Accept the terms**

Do you accept the terms of the Long Day Care Funding and Service Details?

Do you accept the terms of the Long Day Care Standard Terms?

< Back Next > Draft Save Exit



## Attachments

Any question you answered that requires an attachment will be listed in the Specified Attachments list.

To be able to continue with the application, you must provide all the necessary documentation that is required to assess your application for KPP status.

If you need to upload other documents that would assist with the application, you can upload those in the Other attachments section.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Service Info 3 Service Info Cont. 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 **Attachments** 9 Bank Details 10 Declaration

< Back Next > Draft Save Exit

### Specified Attachments

Description	File Name	Action	Delete
* Copy of current Service Approval		Upload	Delete
* Program Structure		Upload	Delete
* Statement of Fees		Upload	Delete
* Teacher Commencement Date (signed Employment Contract)		Upload	Delete
* Teacher Qualification(s)		Upload	Delete

### Optional Attachments

Upload Delete Upload

Description	File Name
Click "upload" to attach documents	

< Back **Next >** Draft Save Exit

### Help

#### Attachments

Do **NOT** upload any personal information pertaining to the children, parents or carers associated with this organisation.

If indicated, under Specified Attachments use the upload button to provide

- Copy of current Service Approval
- Legal entity Structure
- Program Structure
- Statement of Fees
- Teacher Commencement Date (signed Employment Contract)
- Teacher Qualification(s)

You can select **Next** to continue or **Draft Save** to save your application at anytime.

## Bank Details

The **Bank Details** screen provides you with an opportunity to ensure the correct bank account details are attached to your agreement. You must select the correct bank account for funding to be deposited into.

If the bank account/s listed are incorrect, you can add another bank account by clicking on **Create new bank account** and then selecting the new account.

Future quarterly claims will be prepopulated with the banking information submitted at this stage. This information can be updated if required.

If the organisation has more than one bank account, multiple bank account details can be entered. However, only **one** bank account can be selected for a quarterly payment.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024

1 2 3 4 5 6 7  
Accounts Service Info Service Info Cont. Teacher Details Service Approvals Insurance & Program Details Funding Schedule


< Back Next > Draft Save Exit

### Bank Details

Create new bank account

Select	BSB	Account No.	Account Name	Acct ID
<input type="checkbox"/>	923-100	101000	Test Account	0001

< Back Next > Draft Save Exit



## Declaration

On the **Declaration** screen you must review the Department's Standard Terms and Conditions and Long Day Care Kindergarten Funding Essentials by clicking on the links provided. These Terms and Conditions and Funding Essentials will open in separate windows.

By clicking on the checkboxes, you are indicating:

- You have read the Terms and Conditions and Funding Essentials and you agree to comply with these terms and conditions.
- The information supplied in this application is true and correct.

You are required to agree to these terms and conditions at this point of the application and during each subsequent QGrants claims process.

Click **Next** to continue.

Program Name Free Kindy Long Day Care 2024

1 Accounts 2 Service Info 3 Service Info Cont. 4 Teacher Details 5 Service Approvals 6 Insurance & Program Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration 11 Summary

< Back Next > Draft Save Exit

### Declaration

☒ I have read and agree to comply with the Long Day Care Funding and Service Details and the Standard Terms and Conditions.

[Click to read terms and conditions](#)

☒ I have read and agree to comply with the Queensland Kindergarten Funding Essentials – Long Day Care.

☒ I agree to ensure continual coverage of public liability insurance for the service address of the Beneficiary of this application of at least \$10 million for the period this application applies to.

☒ I understand that any data sent during the Forecast and Acquittal process from the service included in this application via the Childcare Management System (CCMS) to the Department will be used for the sole purpose of calculating applicable Queensland Government subsidies and will not be shared with any other Department or entity.

### Help

#### Declaration

You must review the Department of Education Terms and Conditions, the Queensland Kindergarten Funding Long Day Care Terms and Conditions and the Queensland Kindergarten Funding Essentials by clicking on the links provided. These documents will open in separate windows.

By clicking on the checkboxes, you are indicating:

- You have read both terms and conditions and you agree to comply with these terms and conditions
- You have read the Funding Essentials
- The information supplied in this application is true and correct.

You are required to agree to these terms and conditions and Funding Essentials at this point of the application and during each subsequent QGrants claims process.

You can select **Next** to continue or **Draft Save** to save your application at any time.

< Back Next > Draft Save Exit

## Summary

This screen summarises all details as submitted in the application. Check the application details are correct before proceeding.

To review or clarify any information entered during this application process, prior to submitting it, click on the **Back** navigation button.

Once the application has been finalised it can be submitted by clicking on the **Submit** button.

**Note:** Once you have clicked on the **Submit** button you will **not** be able to make any further changes to the application.

Program Name: Free Kindy Long Day Care 2024

← 11 →  
Summary

### Summary

**Early Childhood**  
**Free Kindy Long Day Care 2024**

**Accounts involved with this submission**

Applicant	SCI-BLUE SERVICES PTY LTD / MURARRIE QLD 4172	alison.sciberras@det.qld.gov.au	333 Queensport Rd / MURARRIE QLD 4172
Contact Person	Ann Major / GOULBURN NSW 2580	test@det.qld.gov.au	1 Major Dr / GOULBURN NSW 2580
Beneficiary	Kids Village Child Care Centre / WOODRIDGE QLD 411		153 Smith Road / WOODRIDGE QLD 4114

### Submission Details

Ownership	
Is this application due to a transfer in ownership of the service?	No
Operation	
Record of the operating/proposed operating days and times of the kindy program	Yes
Commencement	
Commenced/will commence date of kindergarten program at service site	Known
Commencement date	20240122
Early Childhood Teacher details	
Teacher 1 name	Jane Brown
Teacher 1 qualification status	Fully Qualified

You will then navigate to the summary report.

You can print a hard copy of the summary report by clicking on ... and selecting **Print** or you can download a copy by clicking on the link.

**Note:** you will also receive an email containing a copy of the application summary.

Click on **Exit** to return to the QGrants home page.

Thank you for your Application to the grant program Free Kindy Long Day Care 2024 Exit

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QGrants

Early Childhood

### Free Kindy Long Day Care 2024

Thank you for submitting your Kindy for All Long Day Care provider application to the Department of Education. Should you have any queries regarding your application or require further information, please do not hesitate to contact the Grants Management Team on 07 3035 2244.

**Application**

Submission date	19.01.2024
Application number	2100006187
Voucher number	T8HWH2MX

**Accounts**

Applicant	1010286397	SCI-BLUE SERVICES PTY LTD / MURARRIE QLD 4172
Contact Person	1010771034	Ann Major / GOULBURN NSW 2580
Beneficiary	1010028663	Kids Village Child Care Centre / WOODRIDGE QLD 411

**Application Information**

Ownership	
Is this application due to a transfer in ownership of the service?	No
Operation	
Record of the operating/proposed operating days and times of the kindy program	Yes

Application number is 2100006187  
Please save a copy of the form for your own records.

NOTE: It may take up to a minute for the form to appear.

You can also download a copy by clicking [here](#),  
or view/download a copy from the QGrants portal under  
'My Applications' - for Application PDFs or,  
'My Agreements', under the claim link for Claim PDFs.

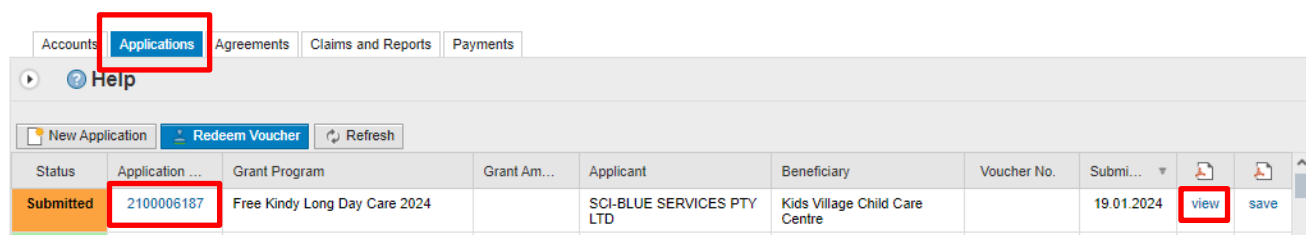
A copy has been emailed to you.

**Exit**



Once the summary report is generated the application will be received by the Department for assessment. Following this assessment process, you will be notified of the outcome of the application.

You are able to view your application at any time by selecting the **Applications** tab and clicking the **Application number** link. To view the Summary page click **view** link.



The screenshot shows a web application interface with a top navigation bar containing tabs: Accounts, Applications (highlighted with a red box), Agreements, Claims and Reports, and Payments. Below the navigation bar is a 'Help' button. A secondary bar contains buttons for 'New Application', 'Redeem Voucher', and 'Refresh'. The main content area is a table with the following columns: Status, Application ..., Grant Program, Grant Am..., Applicant, Beneficiary, Voucher No., Submi..., and two action buttons (view and save). The first row of data shows a 'Submitted' status (in an orange box), the application number '2100006187' (highlighted with a red box), 'Free Kindy Long Day Care 2024', and other details. The 'view' button in the actions column is also highlighted with a red box.

Status	Application ...	Grant Program	Grant Am...	Applicant	Beneficiary	Voucher No.	Submi...		
Submitted	2100006187	Free Kindy Long Day Care 2024		SCI-BLUE SERVICES PTY LTD	Kids Village Child Care Centre		19.01.2024	view	save

For queries about the status of the application or for information about the QKF, contact the Department by email at [kindyfunding@ged.qld.gov.au](mailto:kindyfunding@ged.qld.gov.au) or you can call the Grants Management and Funding Team on 07 3035 2244.